



**SHIRLEY N. WEBER, Ph.D.** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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February 10, 2021

The Honorable Nancy Skinner, Chair  
The Joint Legislative Budget Committee  
1020 N Street, Room 553  
Sacramento, CA 95814

Ms. Keely Bosler, Director  
Department of Finance  
915 L Street  
Sacramento, CA 95814

Dear Senator Skinner and Ms. Bosler:

Attached is the January 2021 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2020 (Chapter 6, Statutes of 2020). Previous reports are posted on the Secretary of State's office website at [www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports](http://www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports). If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Chief of the Business Programs Division, Betsy Bogart, at (916) 695-1197.

Sincerely,

Shirley N. Weber, Ph.D.  
Secretary of State

Attachment

cc: Ms. Cara L. Jenkins, Legislative Counsel

February 10, 2021

## Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Filings Processing Budget Change Proposal was approved and incorporated into the Budget Act of 2020 (Chapter 6, Statutes of 2020). The Secretary of State is reporting on the 15th of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the processing time for business filings.

This is the report for January 2021 and covers the period of January 1, 2021 through January 31, 2021.

Document Processing	Business Entities	Statements of Information
Processing Times as of January 1, 2021	18 days	9 days
Processing Times as of January 31, 2021	32 days	9 days
Average Processing Times <sup>1</sup>	24 days	10 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of January 1, 2021	16,488	2,843	19,331
Documents Received during This Reporting Period	76,858	11,172	88,030
Documents Processed during This Reporting Period <sup>2</sup>	75,525	10,260	85,785
Documents Awaiting Processing as of January 31, 2021	17,821	3,755	21,576
Documents Received since May 1, 2013	3,681,934	3,268,785	6,950,719
Documents Processed since May 1, 2013	3,688,994	3,336,881	7,025,875
Preclear/Expedites Processed during This Reporting Period	0	0	0
Preclear/Expedites Processed since May 1, 2013	286,155	18,794	304,949

Staffing	Permanent	Limited Term	Total
BPD FY 2020/21 Authorized Positions	258.6	37.0	295.6
Filled Positions as of January 31, 2021	246.6	19.0	265.6
Vacant Positions as of January 31, 2021	12.0	18.0	30.0
Estimated Average Vacancy Rate for this Reporting Period	5%	49%	10%

Staffing	Total
Number of Temporary Workers	81
Hours Worked by Temporary Workers during This Reporting Period	4,891
Temporary Hours Worked since May 1, 2013	846,329
Overtime Hours Worked during This Reporting Period	3,349
Overtime Hours Worked since May 1, 2013	214,408

<sup>1</sup> The processing times shown for the first and final day of the reporting period are snapshots in time. Processing times, in the form of business days, are tracked on a daily basis throughout the reporting period and from that information, the average processing time for the month is calculated. Throughout the month, the processing times fluctuate daily depending on the number of documents received each day (some days have higher volumes than others) and the number of documents processed. Due to the rise in COVID-19 cases and orders to reduce staff in the office to 25%, the processing times have increased. In addition, this is the peak season for business filings that also has an impact on processing times. We continue to focus on online services, registrations, and statements of information to continue to support the California economy. The online services allow some staff to telework.

<sup>2</sup> Documents Processed includes Preclear/Expedites processed.